



RCEM
Royal College
of Emergency
Medicine

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RCEM National Vice Chair Application Guidance

The role of the Vice Chair

The primary purpose of the National Vice Chair is to act as a deputy to the Chair, standing in in key meetings, such as RCEM Council, when needed. Additionally, the Vice Chair will support with decision making.

You will work closely with RCEM's Policy and Communications teams, who will support you in your role to engage with the membership, develop regional networks and relationships with local policymakers and the media. Your contribution as Northern Ireland National Vice Chair will strengthen the College's ability to flag challenges faced by emergency departments in the region, improving patient care and the working lives of members.

The role of National Boards

National Boards are a vital conduit for information. As a National Board Member, you will be a crucial touchpoint, passing information back and forth between the Vice President/Board and the body you represent (whether that's a staffing body, specialty, or a Trust/hospital), advocating for your colleagues and patients alike.

The term for National Board members lasts three years.

Key responsibilities:

The National Vice Chair represents their nation and supports the work of the College by:

- Raising awareness of the pressures facing Emergency Departments and Emergency Medicine staff on a national level.
- Providing a space where different learning and pathways can be shared to help members in their roles or to be disseminated back to Emergency Departments
- Disseminating relevant RCEM Council Updates from the Vice President back into the nation.
- Advocating for College policy across Northern Ireland.
- Supporting the Vice President's national campaign efforts, whether that is through media activity or through influencing policymakers and other key stakeholders
- Hosting meetings or working on projects that bring attention to critical national issues and topics
- Supporting the Vice President in their activities and duties

Person specification

To be eligible to become a National Vice Chair, you need to meet these requirements:

- A Fellow of the College in good standing
- Employed in a current substantive consultant role in the region
- In good standing with your regulator with no limitations on practice
- Have a track record that will not negatively impact the College's own reputation
- Strong interpersonal skills and able to build consensus with colleagues
- Experience ideally of facilitating or at least participating constructively in meetings
- Ability to listen and communicate clearly.

No previous experience with the College is necessary – just an interest in representing your region and a passion for Emergency Medicine.

Application process

To apply: please complete a nomination form, with a personal statement (maximum 300 words) and signatures from two Fellows who are happy to support your application.

In the event that multiple candidates apply, a ballot of regional members will be conducted. Elections are currently administered by an external company. In this instance, RCEM will share your personal statement with the company and with voting members in your region. If only one eligible candidate is nominated in a particular constituency, a ballot of the members is not required.

Other details

Place of Work: This is a hybrid role however, the vast majority of work for this role will take place remotely which means this role is accessible. When in-person meetings take place, they are organised to precede or follow other National meetings, to reduce travel costs. If you cannot attend in person, then you should endeavour to join the forum via teleconferencing.

Hours of Work: Time commitment is approximately 1-2 PAs per quarter, however this is dependent on the Board's workstreams. Anyone wishing to stand will need to discuss this commitment with their clinical colleagues and employer(s).

Remuneration and Expenses: The post is honorary and advertised as a developmental opportunity. Reasonable travel and subsistence expenses will be payable per College policy.

Personal details: Please ensure that your membership details held in your account with the College are up to date. It is your responsibility to ensure these are up to date.

Frequently Asked Questions

Are National Board roles only for those closely involved with the College before?

No, certainly not. Our National Board roles are open to all who meets the eligibility criteria! We want our National Boards to become a progressive conduit, enabling Members who have not previously had a role with the College to get involved.

Should I apply even if I have not been involved in the College before?

Absolutely! If you meet the role's requirements and have the skills and the passion, please do apply.

We will support you throughout your Onboarding process and can provide an induction into College processes and governance to support those unfamiliar with committees in the medical Royal Colleges sector.

Who can apply to the National Board positions?

We welcome and encourage applications from all fellows who fit the role to apply, regardless of how experienced you are or how long you have been a fellow. We highly encourage applications from all membership categories for these roles as we want to ensure a diversity of opinions and experiences.

For Trust representatives, we do ask that applicants are a substantive member of staff, in order to ensure accountability and representation on the Board for a significant period of time.

I have the passion and the skills but not enough experience, should I still apply?

Yes! You might think that you do not have the experience, but if you are working in the field of Emergency Medicine, you probably do! Look at the skills required in the advert for the role and think about how you can translate what you do at work (and outside of work) to apply to the person specification. Aside from clinical skills, Emergency Medicine requires a depth of interpersonal skills: management, communication, influencing skills for example. Emphasise the skills you have, and think about soft skills such as communication, leadership, and team working.

If you think you do not have the experience, make sure this is true, and not just a perception. Think about what you currently do and try to draw links between the experience you need and the experience you have. These do not need to be exactly the same, but your experiences should be relevant.

How should I go about writing my personal statement?

Your personal statement is an opportunity for you to explain why you are suitable for and interested in the role. It allows you to emphasise your passion, skills, and experience.

Before you write your application, you should study the role profile in detail. Pay particular attention to the member specification aspect of the profile and ensure your application addresses the points outlined. We recommend you think about the particular strengths of your nation/region, and the issues you and your colleagues face. Try to back up your points with evidence where possible.

I am really interested in getting involved in the National Board, but I am not sure about the time commitment.

We want our National Boards to be productive working committees and so we expect Board Members to support workstreams, as capacity allows. Workstreams will vary depending on the needs of a nation/region and will be agreed by the Vice President and Board. The National Board will meet every quarter where workstreams will be agreed and responsibilities shared by its members. In 2023, one of these meetings will take place in person. We expect that duties will be primarily conducted from your normal place of work or from the comfort of your own home.

College staff are currently working in a hybrid format, and so we will utilise video conferencing and other media to ensure work is accessible. Your duties will be primarily conducted from your normal place of work or from the comfort of your own home.

Will my expenses be covered if the committee decides to meet in person?

Reasonable expenses for travel and subsistence will be payable on production of receipts and vouchers, in accordance with College expense policy. The RCEM staff member responsible for committee recruitment can provide more information.

Can I ask my Trust to support me with time off?

Anyone wishing to stand for the post will need to discuss this issue with their clinical colleagues and employers. Given the pressures the system is experiencing, we do understand that our Members and Fellows are needed for frontline services. However, support is often provided to allow some recognition for College work, especially as it can be developmental. In the past, the Chief Medical Officers have written to Trusts about this. Please let us know if you need support approaching your Trust.

If you are interested in the role or have any questions, please feel welcome to get in touch with the Policy team at policy@rcem.ac.uk